

Operationalizing Categorization Overview



Step 1: Initial Position Categorization

GSA leadership defined position categories for the agency's future workforce, and collaborated with office-level leadership and supervisors to make initial categorization decisions. These decisions were based on position requirements and not on personnel or staffing considerations.

Category 1: Onsite Required

Positions with job functions that must be executed at an approved federal facility or leased space on a daily/regular basis. Official duty station for the position is a federal facility or leased space.

Category 2: Onsite Flexible

Positions with job functions that must be executed ***within specific geographic locations***. Official duty station is a federal facility, leased space, or an alternative worksite (typically the employee's home).

Category 3: Offsite

Positions with job functions that ***do not need to be executed within a specific geographic location*** and can be executed without reporting to a federal facility or leased space. Official duty station is typically the employee's home.

Step 2: Incumbent Employee & Supervisor Discussions

As the incumbent in their positions, employees may have flexibility in the implementation of the position categories. Those flexibilities will be presented and discussed in conversations with individual supervisors and employees. The conversations will be framed by the initial position categorization, but the goal of the exercise is to communicate options and obtain employee input and acknowledgement. If supervisors are unclear on an employee question, they can ask OHRM and OAS, or submit the question to SaferGSAWorkforce@gsa.gov.

Supervisor guides are included in this document to support incumbent employee discussions.

Step 3: Updated Telework / Remote Work Agreements

Employees and supervisors work to update telework agreements or remote work agreements based on initial incumbent conversations and position category requirements. Additionally, an employee's duty station must be updated in HRLinks, in alignment with the updated telework agreement or remote work agreement. All employees are required to have a telework agreement on file regardless of position category or type of telework.

Step 4: Future Recruiting and Position Categorization

The preference of the employee that currently holds the position (the incumbent) will not impact the future categorization. When the position becomes vacant, the role will be recruited according to the position's categorization. Management reserves the right to recategorize positions in the future.

Position Categorization Supervisor Discussions

Category 1: Onsite Required



Step 1: Supervisor Informs Employee their Position was Categorized as Onsite Required

- **Background:** GSA leadership defined future position categories and worked with office-level leadership and supervisors to make initial decisions on position categorization.
- **Category Definition:** Positions with job functions that must be executed at an approved federal facility or leased space on a daily or regular basis. Official duty station for the position is federal facility or leased space.



Step 2: Supervisor Reviews Telework Options and Discusses Related Details with Employee

Category 1 includes positions required to report into a federal facility or leased space on a regular and recurring basis. Many roles will be ineligible for telework; however, certain positions may be allowed to establish routine telework agreements with limited telework days. The employee and supervisor should discuss the position requirements and whether routine and/or situational telework is an option. The supervisor should help the employee understand the impact of any telework decisions.

	Telework	Days of <u>Telework</u> Per Pay Period	Days in a <u>Facility</u> Per Pay Period	Duty Station & Locality Pay	Transit Subsidy & Travel Reimbursement
Ineligible	Unable to telework	0	10	Federal facility or leased space	See Appendix A
Routine	Occurs as part of a previously approved, ongoing, and regular schedule	1-2	8-9	Federal facility or leased space	See Appendix A

Situational telework may be approved by the supervisor on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Situational telework may be in addition to routine telework. Employees ineligible for telework may not be approved for situational telework.



Step 3: Supervisor and employee develop corresponding telework agreement

A telework agreement must be created or updated to include the type of telework and days per pay period in a federal facility or leased space.

Position Categorization Supervisor Discussions

Category 2: Onsite Flexible

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Step 1: Supervisor Informs Employee their Position was Categorized as Onsite Flexible

- **Background:** GSA leadership defined future position categories and worked with office-level leadership and supervisors to make initial decisions on position categorization.
- **Category Definition:** Positions with job functions that **must be executed within specific geographic locations**. Official duty station is a federal facility, leased space, or an alternative worksite (e.g. home).

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Step 2: Supervisor Reviews Telework Options and Discusses Related Details with Employee

Category 2 includes routine telework and remote work agreements that are geographically specific. The employee and supervisor should discuss the position requirements and mutually agree on an in-person reporting frequency. If an employee is required or chooses to work inside a federal facility or leased space between 1 and 9 days per pay period, supervisors should establish a routine telework agreement. If there is no regular requirement to enter a facility, supervisors should instead establish remote work agreements. **If incumbent employees live outside of their current official duty station's locality area, and would like to continue maintaining that locality pay, they must report to a federal facility or leased space a minimum of 2 days per pay period.** The supervisor should help the employee understand the impact of the telework decision.

	Telework	Days of <u>Telework</u> Per Pay Period	Days in a <u>Facility</u> Per Pay Period	Duty Station & Locality Pay	Transit Subsidy & Travel Reimbursement
Routine	Occurs as part of a previously approved, ongoing, and regular schedule	3-8	2-7	Federal facility or leased space	See Appendix A
Remote (geographic specific)	An arrangement in which the employee's job functions must be executed in a specific geographic location, but does not require the employee to report to the agency worksite on a regular and recurring basis	9-10	0-1	Home Address	See Appendix A

Situational telework may be approved by the supervisor on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Situational telework may be in addition to routine telework.

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Step 3: Supervisor and employee develop corresponding telework agreement (routine telework) or a remote work agreement (remote work)

A telework agreement must be created or updated to include the type of telework and days per pay period in a federal facility or leased space.

Position Categorization Supervisor Discussions

Category 3: Offsite

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Step 1: Supervisor Informs Employee their Position was Categorized as Offsite

- **Background:** GSA leadership defined future position categories and worked with office-level leadership and supervisors to make initial decisions on position categorization.
- **Category Definition:** Positions with job functions that do not need to be executed within a specific geographic location and can be executed without reporting to a federal facility or leased space. Official duty station is typically the employee's home.*
- Positions with job functions that can be executed without an expectation that the employee regularly reports to the agency worksite each pay period.

**Incumbent employee may have different options.*

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Step 2: Supervisor Reviews Telework Options and Discusses Related Details with Employee

Category 3 includes positions with remote work agreements that are not tied to a geographic area. However, incumbent employees may establish a routine telework agreement to maintain existing locality pay tied to a federal facility or leased space duty station. In this circumstance, the employee must report to an approved facility a minimum of two days per pay period. The supervisor should help the employee understand the impact of that decision.

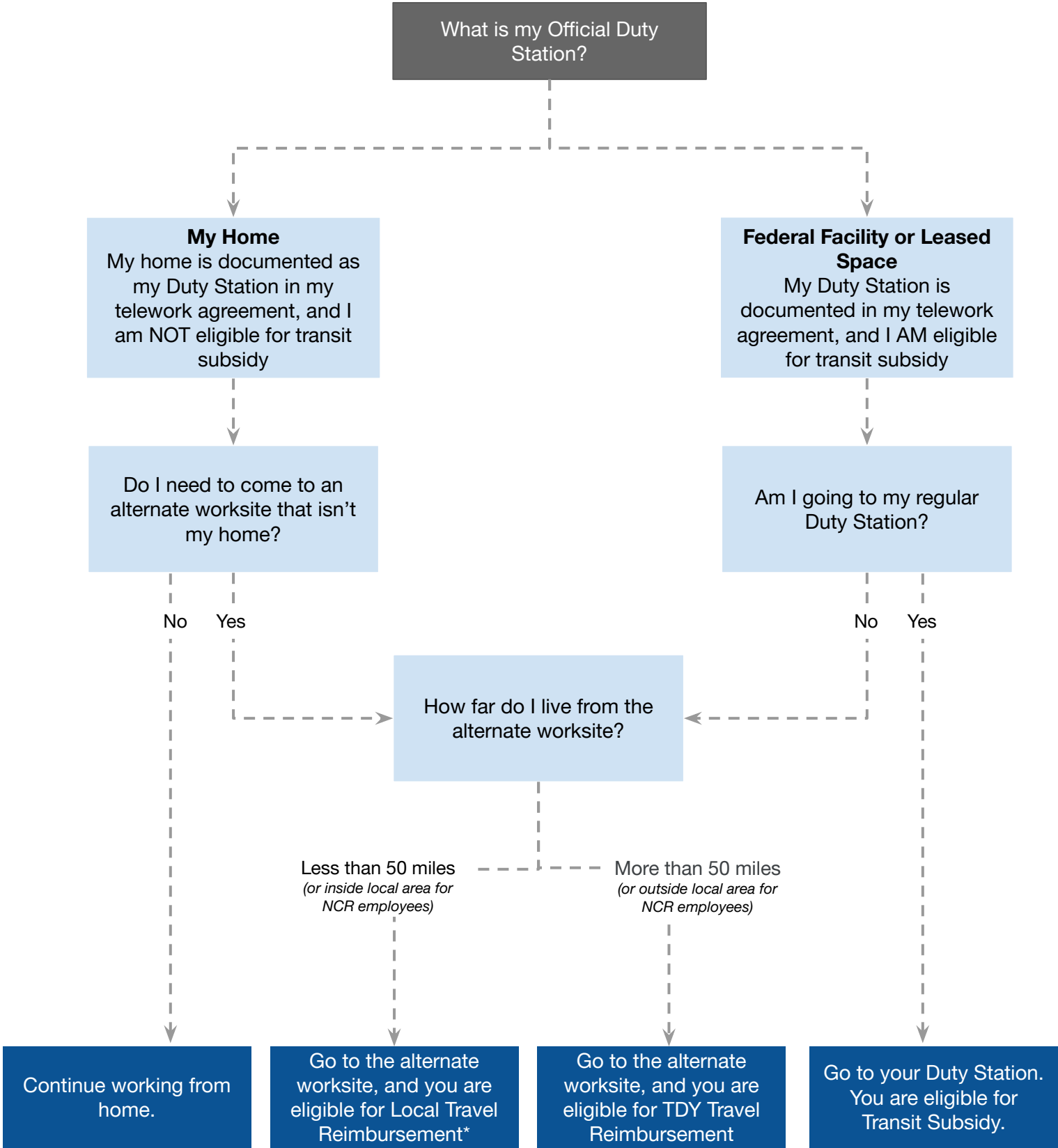
	Telework	Days of <u>Telework</u> Per Pay Period	Days in a <u>Facility</u> Per Pay Period	Duty Station & Locality Pay	Transit Subsidy & Travel Reimbursement
Routine	Occurs as part of a previously approved, ongoing, and regular schedule	8	2	Federal facility or leased space	See Appendix A
Remote (not geographic specific)	An arrangement in which the employee's job functions do not need to be executed in a specific geographic location, and does not require the employee to report to the agency worksite on a regular and recurring basis	9-10	0-1	Home Address	See Appendix A

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Step 3: Supervisor and employee develop corresponding telework agreement (routine telework) or a remote work agreement (remote work)

A telework agreement must be created or updated to include the type of telework and days per pay period in a federal facility or leased space.

Appendix A: Travel Reimbursement & Transit Subsidy



**Local travel reimbursement will only be costs that exceed the costs of the commute. Since remote employees work from their residence, all allowable local travel expenses are reimbursable (as they have no commute).*